

MAC BOOK CHEAT SHEET

GENERAL NAVIGATION SHORTCUTS

- Two fingers along the trackpad enables scrolling anywhere
- Control + 2 fingers along trackpad expands size of screen
- Control + Click on trackpad is equivalent of right mouse button and brings up many short cut menu features

- Command+T opens new tab or window (internet)
- Command+N opens a new window (internet)
- Command+W closes just one particular window
- Command+H hides/minimizes windows (everything)
- Command+TAB button to toggle between open programs
- Command+SPACE bar to open Spotlight to search for programs, documents
- Command+Q to quit programs
- Command+ the + sign or – sign to enlarge screen

THE DOCK

The dock is the tray of applications along the foreground of the Mac desktop

To add frequently used programs to the Dock:

1. Go to Finder...Applications
2. Locate and click on the program you want
3. Drag it down to the Dock
4. Utilize the document short cut button that is to the right of the runway strip on the Dock!!! Minimized documents will also go here.

To delete infrequently used programs from the dock:

1. Hold down the Control key,
2. Click Options
3. Click Remove from Dock

WAYS TO LOCATE DOCUMENTS, FILES, APPLICATIONS, and PROGRAMS

- Click on “Finder” (smiley blue man in far left side of the Dock)
- Click on “Spotlight” (magnifying glass in upper right corner)
- Click on Apple Menu....Recent Items
- Click on LOG (tiny document print in far right side of the Dock)
- Click on Command + TAB button to toggle between open programs
- CLICK ON THE FAR RIGHT SIDE OF THE DOCK FOR YOUR FOLDER INDICATED BY FIRST INITIAL, LAST NAME

EMAIL

OUTLOOK is found using the gold O in the Dock (foreground of screen)

Command+R = Reply to a message you are viewing

Command+N= New Message when you are in the inbox

Command+J=Forward Message you are viewing

Control + Click on a message brings up a window of Reply, Forward, etc. (Control + Click on trackpad is equivalent of the old right mouse button)

Deleting Messages/Empty Deleted Items Bin:

1. Control + Click on Deleted Items
2. Click on Empty Folder

Deleting Messages from Inbox:

Take advantage of Outlook's "Search" menu in upper right corner to locate all messages from a certain company or person for mass delete.

1. Go to upper right corner to the "Search this folder" white box
2. Type in name of company, like Quest Diagnostics or TVSTUDIO
3. Click on the first message in the box
4. Press Shift + arrow keys and select the block of sorted messages.
5. To resume full inbox, go back to Search this folder box and click the X so the remaining Inbox messages will return

Make Folders to Store email



1. File...New Folder
2. Type in name of folder (Parents, Rules/Proc)
3. Go through inbox, click and drag appropriate messages to these folders

WORD DOCUMENTS

MAKING A NEW FOLDER IN WHICH TO STORE DOCUMENTS

1. File...Save As...
2. Locate "New Folder" button at bottom of window
3. Type in name of folder ("Lesson Plans," "Lord of the Flies")
4. Click Create

Another way

1. Click on "Finder" (smiley blue man along the foreground of the screen)
2. Double-click on "Documents"
3. Click on the down arrow along the button marked with a  next to eyeball in center of window 
4. Click on New Folder
5. Type in name of new folder
6. Go to Word
7. Open document click "File" "Save As" and click down arrow
8. Look in next box down to be sure you are saving to the right drive ("Documents" is the default so click arrows to scroll through other folders)

FILE SAVING LOCATIONS

1. Click on Finder
2. Look under Places

3. Click "Documents" for documents restricted to your MacBook
4. Click "Shared"...hsteachfs.mts.lan for public files (for sharing with others at school)

"Desktop" is where to store frequently used programs on the desktop (watch getting too cluttered)

EJECTING JUMP DRIVES aka "Sticks" or mass storage devices

1. From Mac Book desktop, click on the picture of the jump drive ("NONAME" or NAME or something like HP v100w)
2. Click on "File"
3. Click on "Eject"

HOW TO SAVE WEBSITES FOR EASY ACCESS (Genesis, other sites)

1. Have the website open
2. Click on Bookmarks...Add Bookmark
3. Click on Show all Bookmarks
4. Click and drag the website to the words Bookmark Bar

Another option - Click so the URL (http: address bar) is completely highlighted

1. Hold down the click and drag onto the Macbook desktop
2. The website will appear as an icon on the desktop

Another option, a desktop icon may also be dragged to the Bookmarks Bar

3. From any page in Safari, open the "Collections" icon using the small picture of an open book in the grey menu bar (next to glasses, just below the URL in Safari)
4. Double-click on the recently visited websites in History
5. Click and drag the website name to the word "Bookmarks Bar"

ANOTHER OPTION FOR SAVING WEBSITES FOR EASY ACCESS

Have the website open

Click on Bookmarks

Click on Add to Reading List

Find later using the little glasses button at the top left of the menu

FIREFOX (instead of Safari as a web browser or "internet explorer")

Runs more sites, especially interactive sites with Flash Player

Click on magnifying glass in far upper right corner and type "Firefox"

Under Applications, click on Firefox

If it has to be loaded, go through the motions (do not need admin password)

SAVING LESSON PLANS
TO THE SHARED DRIVE (THIS IS ONLY A POSSIBILITY FOR PAPERLESS SUBMITTAL
OF PLANS/not required at this time)

1. From your open Word document click File...Save As
2. Click on "Shared"
3. Click on "hsteachfs.mts.lan"
4. Scroll down
5. Double-click on hsteach
6. Double-click on Language Arts Department
7. Double-click on LAL Lesson Plans 2011.2012
8. Double-click on various months "September 2011"

*Note: If you took your MacBook home, it may have lost the network drive mapping. Always restart computer when you get here to reload network.

ANOTHER WAY....On your Mac desktop, open "Finder" (picture of smiling blue man)
(former "My Computer")

Double-click on "hsteachfs.mts.lan" (*if you don't see this, Restart your computer)

Double-click on "hsteach"

Double-click on "Language Arts Department"

Double-click on "LAL Lesson Plans 2011.2012"

Double-click on "September 2011"

Navigation from Shared Drive

Click once on left arrow symbol in the upper left corner of the window to go back
one drive at a time.

"Places" is your personal area (former C drive or My Documents);

Shared is the public access area (former Z)

To return to your personal drives, or the old "My Documents,"

Look under "Places"

And click on "Documents"